

Cinnamon Rabbit Breeders Association: Constitution & Bylaws

Article I - Name:

The name of this organization/club shall be the Cinnamon Rabbit Breeders Association, hereafter referred to as (CRBA).

Article II - Organizational Purposes:

- a. To promote, develop and improve the breeding of the Cinnamon Rabbit.
- b. To provide a center of information and advice on all matters pertaining to the Cinnamon Rabbit.
- c. To advance and protect the interest of the breeders and public in regards to the Cinnamon Rabbit.
- d. To encourage the exhibition of the Cinnamon Rabbit and the sale of it for its value for food, fur, and breeding animals.

Article III – Membership

Section 1 – Eligibility: A person may become a member of the CRBA upon completion and submission of a membership application along with the current membership fee to the club's Secretary-Treasurer, hereafter referred to as (Secretary).

Section 2 – Membership in Good Standing: A member must have a fully paid membership and not be currently under any disciplinary action imposed upon by the CRBA or the American Rabbit Breeders Association, hereafter referred to as (ARBA).

- a. Membership will not be considered if the applicant is under suspension from ARBA.

1. Membership to CRBA may be reinstated provided the suspension of ARBA membership is revoked and will be subject to approval of the Board of Directors.

Section 3 – The Board of Directors, with a two thirds (2/3) majority vote, reserves the right to reject any membership application or renewal.

Section 4 – Memberships: Memberships are offered as:

- a. Youth: The term youth member shall be defined in accordance with the ARBA guidelines.

b. Adult: An individual membership is available to a person nineteen (19) years or older at the time the membership application is processed.

c. Family Membership: A membership consisting of two or more individual(s) that reside in the same household at the time their membership application is processed.

d. Life-Time Membership: Any member who has been an adult member in good standing for twenty-five (25) consecutive years, regardless of age, shall be granted a life-time membership at the beginning of his/her twenty-fifth (25th) year and will be exempt from paying any membership dues.

1. Lifetime memberships may be purchased by any member, thirty-five (35) years or older, who has been a member of the CRBA for at least five (5) consecutive years.

2. All membership fees are to be submitted in United States Funds.

Section 5- Membership Dues: Membership dues will be reviewed as necessary by the Board of Directors. If a modification is recommended, it shall be the decision of the Board of Directors whether or not any modification in membership fee is made and this modification will be made in accordance with the ARBA guidelines. If the membership dues are modified, the change will take effect January 1st of the year following the vote.

Section 6 – Membership Terms: All memberships, with the exception of the lifetime membership, will be for a period of one (1) or three (3) years from July 1 - June 30.

Section 7 – Lapsed Membership: After a membership has expired, the member(s) name within that membership have a grace period of sixty (60) days from the expiration date to renew their membership(s). All privileges afforded a CRBA member are forfeited if not renewed within the grace period.

Section 8 – Membership Reinstatement: If a membership has lapsed beyond the sixty (60) day grace period, it may be reinstated and backdated to maintain continuous membership in the CRBA.

a. If the membership has lapsed for less the one (1) year, only the current membership fee will be charged.

b. If the membership has lapsed beyond one (1) year, the requirement will be to pay the current membership fee for each year of lapsed membership as well as an additional fifty (\$50) dollar per year fee that the membership was lapsed.

- c. The reinstatement of membership(s) include only the original join date. NO SWEEPSTAKES POINTS OR AWARDS WILL BE REINSTATED.

Section 9 – Voting Rights: All adult members in good standing shall have the privilege to vote.

Section 10 – Membership Benefits: Each individual adult, youth, or family membership shall receive a CRBA Membership Card (signed by the club secretary and dated for the day he/she received the application), copy of the club guidebook and subscription to the CRBA's newsletter. All members in good standing and those in accordance with Article III, Section 7-8, are eligible to compete in the club Sweepstakes competition per current Sweepstakes rules at any CRBA sanctioned show.

Section 11 – Online Business: The CRBA Board of Directors, with majority approval, reserves the right to publish and conduct all business (including, but not limited to: newsletters, voting, guidebooks, etc) in an electronic online format. This is done to reduce club overhead and thus leaving more money available for the betterment of the club (awards, shows, and such).

- a. Any member may wish to opt out of electronic online dissemination of information, club business, etc. by notifying the Secretary in writing. Once the Secretary has received this notice he/she will send all club mails, information, etc. in hard copy format via the United States Postal Service.

Section 12 – Name Infringement: No member or candidate for membership may infringe upon the name of the CRBA.

Section 13 – Membership Code of Conduct:

- a. CRBA expects and encourages its members to subscribe and to conduct themselves with the highest integrity in the business of Cinnamon Rabbits. Always remembering to assure rabbits sold are free of disqualifications, illness, include a minimum of a three (3) generation pedigree, and abide by a total disclosure in the dealings of Cinnamon Rabbits.
- b. The CRBA will not tolerate discrimination of any kind from its membership against other CRBA/ARBA members and/or people in the rabbit industry/world based on race, sexual orientation, religion, age, sex, etc.

CRBA holds its members to higher standards of personal integrity and will, upon substantiation of accusations and in violation of the membership code, reserves the right to suspend and/or expel members found in violation from the club. Members that are suspended and/or expelled from the club forfeit not only their memberships, but the CRBA will offer no refunds for memberships, sanctions, etc.

Article IV – Board of Directors

Section 1: Roles & Responsibility of Directors: The responsibility and authority for implementing, supporting, adhering to and enforcing the Constitution & Bylaws of the club, for establishing and implementing the policies, procedures, and practices of the club that related to the day to day operation and administration of the CRBA, shall be vested in its Board of Directors. In addition, the Directors shall have authority to:

- a. Transact all necessary business for the welfare of the club
- b. Carry out the decisions of the club past, present, and future.
- c. Make interpretations and rule when needed by the club.
- d. Approve all appointments and expenditures when deemed in the club's best interest.
 1. No expenditures are to be approved above the clubs assets.
- e. Hear and determine matters of discipline involving members of the club
- f. Set all membership and sanction fees.
- g. Determine and award the location of the National Cinnamon Show
- h. Head and decide all matters or interpretation and application of the Constitution and Bylaws, club policies, procedures and practices, other than those that require action of the entire membership.
- i. The Board of Directors shall verify compliance with the Constitution and Bylaws at each board meeting.
- j. All members of the Board of Directors, upon being appointed or elected to their position, must sign and get notarized the CRBA Board of Director Agreement. This agreement must be sent to both the President and Secretary within fifteen (15) business days of the individual taking office.

Section 2 – Youth Representative: Will represent the viewpoint of youth club members and impart these viewpoints to the Board of Directors.

Section 3 – Size of the Board of Directors: The Board of Directors shall consist of nine (9) members of which eight (8) are elected by the membership and one (1) non-voting youth representative. The President is also non-voting member.

- a. Terms: All board members are elected for two year terms. The President and two (2) directors shall be elected on even years. The Vice-President, Secretary-Treasurer and three directors shall be elected on uneven years. The youth representative shall be appointed by the President and will serve a one (1) year term.

Section 4 – Executive Committee of the Board of Directors: The Officers of the club comprised of the President, Vice President, and the Secretary shall constitute the Executive Committee of the Board of Directors. They may meet whenever the President or any other member of the Executive Committee feels that there is a need for a meeting. These meetings can occur in person, by phone, electronically, or by a combination of these means. The only action that may be taken by the Executive Committee is to make recommendations to the Board of Directors.

- a. The Officers shall implement all motions passed by the membership and/or the Board of Directors.
- b. No vote of the membership and/or the Board of Directors may be overturned by any officer(s) or appointee through action or inaction.
- c. All Officers, upon being appointed or elected to their position, must sign and get notarized the CRBA Board of Director Agreement. This agreement must be sent to both the President and Secretary within fifteen (15) business days of the individual taking office.

Section 5 – Director Action: Any action taken by a two-thirds (2/3) majority of the Board of Directors, including the removal of any Director or approved appointment of his/her successor, shall constitute an action of the Board of Directors.

Section 6 – Compensation of the Board of Directors/Officers: The Board of Directors shall not receive a salary. The Board shall have the authority to reimburse a Board Member and/or Officer for expenditures incurred by him/her for CRBA business. All reimbursements must be approved by the Board of Directors with a two-thirds (2/3) majority vote.

Section 7 – Director Disciplinary Decisions: The Board of Directors may, upon showing cause deemed sufficient by a two thirds (2/3) majority of the Board of Directors, suspend or expel a member from the CRBA.

Article V – Duties of the Officers:

Section 1- The President: It shall be the duty of the President to:

- a. Preside over all meeting of the club and Board of Directors
- b. Act as Chairman of the Board of Directors.
- c. Appoint all committees.
- d. Call for special meetings as necessary.
- e. Authorize all club expenditures.

- f. Award Prizes
- g. Direct the daily business affairs of the club with the normal authority of the Executive Board member
- h. To act on behalf of the club and legally obligate the club, subject to the approval of the Board of Directors if required
- i. Appoint and assign tasks as are necessary to individuals or committees.
- j. The President shall fill any vacancy occurring in office by appointment within thirty (30) days of receiving the incumbent's resignation, removal, or death subject to the approval of the Board of Directors. All appointments for office vacancies will serve out the term of office of their predecessor.
- k. The President will vote only to cast the deciding vote in the case of a tie.
- l. The President, along with the Secretary, shall have his/her signature on all accounts involving club bank accounts.
- m. The President shall be responsible for writing and editing bimonthly articles for the ARBA Domestic Rabbit.
 - 1. The President may appoint a Domestic Rabbit Committee, with Board of Directors majority approval, to writer, edit, and publish all CRBA articles in the Domestic Rabbit. Said committee will serve the same term as appointing President (See Article VI, Section 1, 6).

Section 2 – The Vice President: The Vice President shall assist the President and shall perform the duties of the President in the event of his/her absence or inability to perform their duties. In the event of a permanent departure from office by the President, the Vice President shall automatically succeed him/her in office.

- a. The Vice-President is to be the chair of the Newsletter Committee and is responsible for maintaining, editing, publishing, and disseminating the club newsletter.
- b. The Vice-President is charged with editing and maintaining the CRBA guidebook as well as all historical information of the CRBA. All new editions of the CRBA Guidebook are subject to approval by a two-thirds (2/3) majority vote of the Board of Directors.
 - 1. All club historical information belongs solely to the CRBA and is to be passed to the incumbent Vice-President upon his/her taking office.
- c. The Vice-President may appoint a newsletter editor and/or guidebook chair, with Board of Directors majority approval, to serve with the Vice-President for a term concurrent with his/her office.
 - 1. Failure of a Vice-President to furnish ALL club records and materials could result in legal action taken by the club against said Vice-President. This would include, but is not limited to: recovery of all club funds, all of the clubs expenditure for recovery of said funds/materials, and any/all of clubs legal fees to recover said funds/club materials.

Section 3 – The Secretary: The Secretary position is a position combined with the Treasurer position. He/she shall assume the role of club custodian of all written and financial records suitable to the Board of Directors. He/she shall also:

- a. Receive and process all membership application.
- b. Notify of all expiring memberships at least thirty (30) day before the expiration date via any reasonable means available.
- c. Keep an accurate record of all income and expenditures.
- d. Pay all claims as properly approved by the Board of Directors.
- e. Transact all business for the welfare of the club.
- f. Furnish the club with quarterly reports showing the general financial health of the club and publish a detailed financial statement in each issue of the CRBA Newsletter.
- g. Record the minutes at Board or Membership meetings, as well as any other special meeting that may be called.
- h. Send out all notices of meetings of the club to the membership/Board of Directors.
- i. Conduct Elections
- j. Maintain the Membership List.
- k. Renew Club Charter with the ARBA yearly.
- l. Perform any other duties assigned to him/her by the President, Vice-President, or the Board of Directors.
- m. Assist with all general correspondences within and outside of the club as deemed necessary.
- n. Provide financial reports to be submitted for review on annual basis.
- o. The Secretary, with Board of Directors majority approval, may appoint a Sweepstakes Chair and/or a Sanction Chair to serve with the secretary for a term concurrent with his/her office.
- p. The Secretary shall retain all records associated with club finances for a minimum of seven (7) years.

In the event that the Secretary shall vacate the position or be replaced, he/she shall surrender ALL records and club materials retained in his/her capacity as Secretary to the successor at the time of the successor's appointment. Failure of a Secretary to furnish ALL club records and materials could result in legal action taken by the club against said secretary. This would include, but is not limited to: recovery of all club funds, all of the clubs expenditure for recovery of said funds/materials, and any/all of clubs legal fees to recover said funds/club materials.

Article VI – Committees:

Section 1 – Committee Membership: All committees are created by decision of the Board of Directors. A committee may be formed as deemed necessary with Board approval. Membership on each committee is by appointment by the President, subject to approval by the majority of the Board of Directors. Only club members in good standing may serve, with the exception of the election/audit committees which may consist of any ARBA member in good standing. The Board of Directors may create additional committees as deemed necessary.

Section 2 – Audit Committee: An Auditing Committee shall be appointed by the president as needed and whenever the Secretary is replaced or resigns. The committee shall examine and certify the accounts and records of the club.

a. Audits shall be conducted by outside auditors that have no affiliation to the CRBA.

1. Audit committee shall be appointed by the President and subject to the approval of the Board of Directors.

2. Audits may be paid for and conducted by an accounting firm if found to be necessary and approved by a majority vote from the Board of Directors.

i. CRBA, with Board approval, will cover costs of said audit.

b. Mandatory audits shall be performed:

1. When a new Secretary is elected or

2. Two years after the last such audit/review was conducted, whichever occurs first.

3. Exceptions- as required by the bonding company.

c. Any member of the CBRA, including, but not limited to the Officers and Board of Directors make a reasonable request for an audit.

1. Audit request must be done so in writing and are subject to the approval of the board of directors.

2. Audit request must be submitted to the President and submitted to the Board of Directors for vote within twenty-four (24) hours of receipt.

3. The Board of Directors must vote upon all audit requests within forty-eight (48) hours of receipt.

Section 3 – Election Committee: The Election Committee will be appointed by the President for each election and consist of CRBA/ARBA members who are in good standing. No members/non-members of the CRBA with a history of suspension/expulsion from the CRBA can be appointed to the election committee. The election committee will tabulate all elections results and submit these results to the Officers of the CRBA.

Section 4 – Youth Scholarship Committee: The Youth Scholarship Committee shall work to raise funds for a Youth Scholarship Fund, which shall be maintained by the club secretary.

Section 5 – Newsletter Committee: The Newsletter Committee shall be responsible for organizing, editing and publishing the club newsletter on a quarterly basis.

Section 6 – The Domestic Rabbit Committee: The Domestic Rabbit Committee shall be responsible for organizing, editing and submitting bimonthly articles to the ARBA Domestic Rabbit magazine for the CRBA.

Section 7 - Sweepstakes Committee: The Sweepstakes Committee is responsible for issuing sanctions and tabulating points for the annual Sweepstakes Awards.

Section 8 - Awards Committee: The Awards Committee is responsible for choosing and procuring the awards to be presented at ARBA National Convention, CRBA Nationals, All CRBA sponsored Specialties, and year end Sweepstakes Awards.

Section 9 - Standards Committee: The Standards Committee is responsible for reviewing and making recommendations for revisions to the Cinnamon Breed Standard

Section 10 – Special Committees: Special Committees can be formed with approval of the Board of Directors to assist in dealing with discipline, club business, and other matters pertaining to the CRBA.

Article VII – Discipline of Members:

Section 1 – Discipline Imposed by Board of Directors: The Board of Directors may impose discipline upon a member or members after receiving and investigating a complaint, and finding it valid governed by the guidelines detailed in Article VI sections 1-5.

Section 2 – Complaint Filing Process: A complaint may be filed by any member, or by the Board of Directors, naming and describing the nature of the complaint. The complaint is to be filed with a member of the Executive Committee in writing, and will become a part of the club records.

a. The Secretary shall furnish the member against who the charges have been made with a complete statement, by any means available, of the charges and the member(s) shall be allowed a period of thirty (30) days in which to file his/her reply.

b. A Complete copy of both the charges and reply shall be submitted by the Secretary to each member of the Board of Director by any available means.

Section 3: Discipline Committee: The President, with approval of the Board of Directors, may form a special committee to further discuss the nature of the complaint. The committee will then report any suggestions for discipline to the Board of Directors.

Section 4 – Disciplinary Action: All disciplinary action taken against CRBA members will be imposed at the discretion of the Board of Directors and based on two-thirds (2/3) majority approval of the Board of Directors.

Section 5- Suspended or Expelled Members:

a. Members that are suspended and/or expelled from the club forfeit not only their memberships, but the CRBA will offer no refunds for memberships, sanctions, etc.

b. A suspended or expelled member may appeal the decision to the Board of Directors and matters will then be submitted to the membership for a vote on the matter.

1. Appeals must be made in writing and done so within thirty (30) days of initial suspension/expulsion.

i. Appeals are to be submitted to the Secretary.

ii. The Secretary, within 30 days of receipt of the appeal, will disseminate the appeal to the members for a vote.

iii. Votes will be tallied by an election committee (Article VI, Section 3).

c. Any suspended member may apply for reinstatement after a period of one (1) year from the date of suspension.

1. Should reinstatement occur, the said individual's membership shall revert back to a first (1st) year member.

Article VIII – Discipline of Officers and /or Board of Directors

a. Officer/Director: An officer or director who fails to fulfill the obligation of duties of the officer, shows lack of interest in the club, or is derelict of duties will be asked to resign voluntarily by the President.

1. If the Officer or Director fails to do so, the Board of Directors, chaired by the President, by a two-thirds (2/3) majority vote shall declare the office vacant.

b. A President who fails to fulfill the obligation of duties of the office, shows lack of interest in Club matters, or derelict of duties shall be asked to resign voluntarily by the Vice-President.

1. If the President fails to do so, the Board of Directors, chaired by the Vice-President, by a two-thirds (2/3) majority vote shall declare the office vacant.

c. The Secretary may be removed from office by a two-thirds (2/3) majority vote of the Board of Directors for failure to perform the duties of office as required by the Constitution and Bylaws or Board of Directors.

1. The proceedings for any such removal shall require the President to set out in writing the specific acts or omissions with which the Secretary is charged.

2. A copy thereof shall be sent to the Secretary by certified mail with return receipt requested.

3. The Secretary shall have thirty (30) days from the date of service upon him/her in which to respond in writing to the charges.

i. Within the thirty (30) day period, the Secretary shall send of copy of his/her response along with the copy of the letter from the President to each member of the Board of Directors.

ii. Upon receipt of the response, the Board of Directors shall consider the charges and vote to either retain the individual or remove the individual from office.

4. The President shall then be required to notify the Secretary and the Board of Directors as the status of said voting.

Article IX – Conducting Business

Section 1 – Items of Business: Any member of the Board of Directors may propose an item of business or make a motion for discussion for the rest of the Board of Directors.

a. Business may be conducted by any means available. However, the President will determine what means the Officer and Board of Directors will conduct business.

b. Items of Business/Motions are to be submitted to the President for distribution to the Board of Directors.

c. The President must submit item of business to the Board of Directors within forty-eight (48) hours of receipt for their consideration.

d. The items of business must be seconded by another Board of Director within 24 hours.

e. After submission to the Board of Directors for review/discussion the President must call for a vote on the item of business no longer than forty-eight (48) hours after the item is proposed.

f. Members of the Board of Directors, once the President has presented an item of business/motion to the Board, have a maximum of forty-eight (48) hours for items of business/motion discussion and a maximum of seventy-two (72) hours to vote and/or complete item of business/motion or the President will table the matter for later discussion/exploration. These time limits are set forth for efficiency and expediency of business matter.

g. Club year- The club year shall commence the first day of January and terminate on the last day of December.

Section 2 – Robert’s Rules of Order: The meetings of the club shall follow the parliamentary procedure set forth in Robert’s Rules of Order, Newly Revised.

Article X – Amendments to the Constitution Bylaws:

- a. Any CRBA member in good standing may propose an amendment to the constitution. This proposed amendment must be submitted to the Secretary in writing.
- b. The Board of Directors must approve all Constitution and Bylaw changes before they are submitted to the membership for a vote.
- c. The CRBA Membership must approve, by a two thirds (2/3) majority, all Constitution and Bylaws changes in order to be passed.
- d. The club Secretary will submit ballots to the membership for all proposed Constitution and Bylaws amendments/revisions (either by mail or electronic ballot of the members choosing).
- e. The Ballots will be tallied by the Election Committee appointed by the President and approved by the Board of Directors.
- f. The Election Committee will submit results to the Officers of the Club. The President will inform the membership by any available means.
- g. All amendments shall take effect January 1st of the following year.

Article XI – Affiliation Status for ARBA Chartered Local/State/Regional Cinnamon Specialty clubs

Section 1 – Affiliated clubs shall be chartered with the American Rabbit Breeders Association (ARBA).

Section 2 – Procedure: Clubs wishing to gain affiliation with the CRBA shall:

- a. Submit a letter, which includes a mission statement for the club, along with a copy of the club’s Constitution and Bylaws, current ARBA charter, list of the clubs Board of Directors, and an initial fee of fifty (\$50) dollars to the CRBA Secretary. Annual re-affiliation fees are twenty-five (\$25) dollars yearly (fees are non-refundable if affiliation is not granted).
- b. It is recommended, but not required, that all of an affiliated club’s board of directors/officers are current members of the CRBA and in good standing. However, regardless of the affiliate club’s board of directors/officers CRBA membership status, they are expected to act in accordance with CRBA rules and regulations in order to

maintain the club's affiliation status. Clubs applying for affiliation that have members of their Board of Directors not in good standing with the CRBA will be considered on a case by case basis and subject to CRBA Board of Directors approval.

c. Initial affiliation applications can be made at any time. Subsequent yearly applications should be made directly after the club receives its annual ARBA charter.

d. Acceptance of a local/state/regional club as a CRBA Affiliated club is subject to the annual approval by vote of the CRBA Board of Directors.

e. Upon being granted affiliation status it is requested that the affiliated club encourage their members to join the CRBA. The CRBA in turn will regularly publicize contact information for local/state/regional clubs and encourage memberships to them.

Article XII – Authority

a. The CRBA shall have the authority to establish such rules and regulations and adopt such regulations as may be necessary for the governing of its members.

b. The CRBA shall have the authority to require members to obey its mandates and in all matters pertaining to the rules and regulations of the CRBA and to inflict such penalties as it may deem necessary.

c. Roberts Rule of Order shall be considered the final authority of the club on all questions not specifically covered by the Constitution and Bylaws.

Article XIV - Cinnamon National Show Bid Procedures

Each year the CRBA strives to hold a Spring/Summer National show in conjunction with an ARBA All-Breed Sanctioned show. Any ARBA affiliated All-Breed club or CRBA affiliated Specialty Club is encouraged to submit a hosting bid not later than July 1 of the year preceding the proposed hosted Cinnamon National Show.

Due to the small entry numbers, it is vital that the show be as cost effective as possible and bids are requested primarily for a location to hold its show. We have found that the most cost effective way to hold our National Show is to do all the work (collect all entry fees, obtain all sanctions, do all paperwork, obtain awards and file all reports on our own). A reasonable fee for the Judge and for cooping (if applicable) is generally what we strive for. Non-cooped shows are preferred as that is generally an additional expense that must be passed on to the exhibitors and therefore has been proven to limit entry numbers. CRBA Members generally raise other breeds and often, will enter rabbits in an All-Breed show held in conjunction with the National Show. The ability to enter multiple shows is a consideration but not the most important one. Costs are the driving force behind the decision to award a bid. The Cinnamon is a rare breed in need of promotion, thus, if we can arrange it at reasonable or no cost, we would like to have

booth space to promote the breed and conduct a raffle to help offset the cost of the show. In general, the entry fees collected often do not cover all the necessary costs. CRBA members like to gather at a local restaurant to mix and be together. A banquet hall or formal banquet would not be cost effective. A nearby restaurant, with a dining area conducive to a small group of people ordering off the menu would be preferred. If the host club conducts a banquet, CRBA members may attend. Some members bring campers and thus, nearby campgrounds should be listed if at all possible. Some fairgrounds offer on site camping. The CRBA Board of Directors will review all bid submissions and will base their decision primarily on the cost to the CRBA and to the exhibitors who will be attending. Location and date are also important. Though we strive to hold our show in the spring and early summer, other dates are also considered.

A suggested format for the bid can be obtained from the National Cinnamon Rabbit Breeders/CRBA Facebook page or by contacting the current Secretary/Treasurer but any bid must contain, at minimum, the following:

- 1). Date and Location of proposed Cinnamon National Show.
- 2) Expectations and responsibilities of Host Club and of CRBA Board and members
- 3) Cooping requirements or availability.
- 4) Costs to be incurred by CRBA. i.e. Awards, Judging Fees, Cooping fees, sanctions, etc.
- 5) Nearby lodging options
- 6) Proposed judges list for CRBA Board to select from
- 7) Possibility of a CRBA hosted Specialty show in addition to the National show.
- 8) Contact information for liaison between host club and CRBA

Article XV - CRBA OFFICIAL SWEEPSTAKES SHOW RULES

Section 1. A sponsoring club must obtain an ARBA sanction.

Section 2. A fee of ten (10) dollars must be paid to the secretary-treasurer of the CRBA at least 30 days prior to the date of the show. A youth sanction is free with an open sanction, but is not automatically sanctioned unless requested. A youth only sanction fee is six (6) dollars. The ARBA sanction code number must accompany the request.

Section 3. All sweepstakes rules apply to open and youth exhibitors.

Section 4. Any CRBA member in good standing may conduct an ARBA-sanctioned specialty show with CRBA as the sponsoring club, providing that the club member (hereafter referred to as the "applicant") receives a majority vote of approval of the board of directors BEFORE applying for the ARBA sanction.

a. The secretary-treasurer must receive the request from the applicant for board approval at least 45 days before the date of the show; requests must be accompanied by the ARBA sanction fee (which will be refunded to the applicant if the board does not approve the request).

b. After receiving board approval, the CRBA secretary-treasurer will apply for the ARBA sanction. The CRBA sanction fee will be waived.

c. After expenses, (ARBA sanction fee, judge's fee, facility fees, and modest BOB and BOS awards) are paid, the applicant will send all unused funds to the CRBA secretary-treasurer, along with a financial summary. If the specialty show loses money, it is the applicant's responsibility to pay any and all bills related to the specialty show.

Section 5: In order to receive CRBA-sponsored awards at the annual ARBA Convention or at any CRBA-sponsored National Cinnamon Show, an exhibitor must be a member in good standing of CRBA before judging commences.

CRBA BY-LAWS

Article I- Meetings:

Section 1 - Five members shall constitute a quorum.

Section 2 - Time and Place for all meetings will be sent to the membership by the Secretary by any means available at least 30 days prior to the meeting.

Section 3 - The President may call a special meeting of the CRBA Board of Directors at any time, without giving a 30 day notice, at their discretion.

Section 4 - No person shall act as a proxy for another.

Section 5 - If a quorum is not present the presiding officer may adjourn the meeting to another day/hour fixed by him/her.

Section 6 - Use of electronic meeting venues as designated by the President of Board of Directors are allowed and shall be governed the same as such meeting held in person.

Section 7 - Annual Meeting: The annual meeting of the CRBA will be held yearly at the National ARBA Convention.

Section 8 - The President reserves the right to call meetings of the Board of Directors as he/she deems necessary.

Article 2 - Rules: Robert's Rules of Order shall be utilized to govern meetings and club business.

Article 3: Order of Meetings:

- a. Roll Call
- b. Reading of the minutes of previous meetings.
- c. Report of the Board of Directors
- d. Reports of the Secretary
- e. Report of the Committees
- f. Reading of communications
- g. Old Business
- h. Nomination of Officers
- i. Installation of New Officers
- j. New Business
- k. Discussion
- l. Adjournment.

Article 4 – Election Procedures

a. To run for an office of the CRBA: Any member in good standing over the age of eighteen (18) is to submit a nomination biography to the club Secretary. Deadline for submission of nomination forms to the Secretary is: August 1st (postmarked) of the election year.

1. The Nomination Biography shall include:

- i. The name of the candidate.
- ii. The position or office being considered.
- iii. The candidate's ARBA membership number.
- iv. A brief candidate profile and photograph for inclusion in the next issue of the CRBA Newsletter.

b. The Secretary shall enter on the ballot sheets the names of all eligible candidates.

1. The Secretary shall include any other issues (including, but not limited to Constitution and Bylaw revision) on said Ballots that require submission to the membership for a vote.

2. Ballots may be submitted to the membership by any means available. Means will be determined by current board of directors by a two-thirds (2/3) majority vote. Examples of such means: Paper ballots mailed to membership, online/electronic ballots, etc.

- i. In the event online/electronic ballots are utilized a minimum of thirty (30) days advanced notice to the membership, by any means available, is required.
- ii. If in the event online/electronic ballots are utilized any member wishing to vote via paper ballot may still do so by request to the club secretary. This request must be made within 15 days of notice of intent to utilized online/electronic voting by the Board of Directors.

c. The Secretary will forward to each eligible voting member their ballot by September 1st of the election year.

1. The Secretary will forward the electronic voting link to each member via email by September 1st of the Election Year.

2. The Secretary, if paper voting has been requested by a member, will forward a ballot and an envelope bearing the name and address of the Election Committee Chairperson. This will be postmarked no later than September 1st of the election year.

3. All paper Ballots shall be returned by October 1st to the Election Committee Chair. No ballots postmarked after October 1st will be tabulated.

d. Ballot tabulation will be completed by the Election Committee within fifteen (15) days of the closing of the poll. Results shall be emailed the Officers of the club immediately after tabulation (within twenty-four (24) hours).

1. The Election Committee shall forward a signed statement by the committee of the results of the election to both the President and the Secretary within ten (10) day of counting of the ballots.

2. The Election Committee chairperson shall be responsible providing hard copies of all electronic voting tabulations/ballots, sealing all ballots and/or ballot tabulations in an envelope and forwarding same to the Secretary for safe keeping.

3. The Secretary shall retain said ballots for a period of one (1) year.

e. The President will notify the candidates of the election results prior to the releasing of the results to the Board of Directors and General Membership.

f. The President of the club will present election results to the members by any means of club communication available.

g. Newly elected Officers and Directors shall be installed at the Annual ARBA Convention meeting of the CRBA or no later than November 1st if such meeting doesn't take place.

h. No members of the election committee can be elected to office.

i. In the event of an election tie the President will cast the deciding vote.

j. Any vacant offices with no candidates shall be filled by Presidential appointment subject to the approval of the Board of Directors.